

MOBILE COUNTY COMMISSION

205 Government Street 8TH Fl South
Mobile, Alabama 36644

BID INVITATION

BID NO.125-20

DATE: SEPTEMBER 29, 2020

In accordance with General Act No. 217, Special Session 1967, notice is hereby given that the Mobile County Commission, Mobile, Alabama, will receive bids on the following items:
ANNUAL JANITORIAL SERVICES FOR MOBILE COUNTY SHERIFF'S ADMINISTRATION OFFICE AS PER ATTACHED SPECIFICATIONS:

NOTE: PRICES MUST REMAIN FIRM FROM DATE OF AWARD THROUGH SEPTEMBER 30, 2023.

Any questions or comments concerning the bid requirements must be brought to the attention of Susan Holland, Purchasing Agent 251-574-8613, 205 Government St. 8th Fl. S., Mobile, Alabama 36644, to or at bid opening or will be forever waived.

All bidders shall furnish a five percent (5%) bid bond on any contract exceeding \$15,000: provided that bonding is available for services, equipment or materials. Bid bond will be accepted in the form of a certified check, cashier's check, postal money order, etc.

Out of State Corporations shall furnish a Certificate of Authority to transact business in the State of Alabama. Out of State limited liability companies shall provide proof of registration to transact business in this state. Alabama law requires that a successful bidder, if it has employees in the State of Alabama, provide proof of enrollment in E-Verify prior to the award of a contract. (See enclosed notice which must be completed, signed and returned with your bid.)

If applicable to a contract resulting from this invitation, the successful bidder must comply with the Contractor Felony Investigation Policy, available in the Purchasing Department or at mobilecountyal.gov.

THE MOBILE COUNTY COMMISSION DOES NOT DISCRIMINATE ON THE BASIS OF RACE, AGE, SEX, NATIONAL ORIGIN, RELIGION, OR DISABILITIES.

F.O.B. Mobile DATE OF DELIVERY _____ TERMS _____ You are invited to bid on the above specifications. The restrictions contained herein are for the purpose of fixing a quality level, and any deviation therefrom must, in detail establish that it meets the quality requirements.

BIDS WILL BE RECEIVED UNTIL 10:00 A.M. OCTOBER 21, 2020.

ALL BIDS MUST BE SEALED, THE WORD "BID", THE BID NUMBER AND THE NAME OF THE ITEM MARKED ON THE OUTSIDE OF THE ENVELOPE. BIDS WILL BE RECEIVED BY THE RECEPTIONIST IN THE OFFICE OF THE COUNTY COMMISSION ADMINISTRATOR, 205 GOVERNMENT STREET ON THE EIGHTH FLOOR OF THE MOBILE COUNTY GOVERNMENT PLAZA. FAILURE TO OBSERVE THE ABOVE INSTRUCTIONS WILL CONSTITUTE GROUNDS FOR REJECTION OF YOUR BID. THE COMMISSION RESERVES THE RIGHT TO REJECT ANY OR ALL BIDS.

MOBILE COUNTY COMMISSION



GLENN L. HODGE, COUNTY ADMINISTRATOR

We propose to meet the above specifications for the sum

of \$ _____ INITIAL COST \$ _____ MONTHLY COST.
Delivery can be made in _____ days from receipt of award.

RESPECTFULLY

BY _____

SAMPLE

E-Verify



Company ID Number: 477783

To be accepted as a participant in E-Verify, you should only sign the Employer's Section of the signature page. If you have any questions, contact E-Verify at 888-464-4218.

Employer Mobile County Commission	
Connie Hudson	
Name (Please Type or Print)	Title
Electronically Signed	12/21/2011
Signature	Date

Department of Homeland Security – Verification Division	
USCIS Verification Division	
Name (Please Type or Print)	Title
Electronically Signed	12/21/2011
Signature	Date

Information Required for the E-Verify Program

Information relating to your Company:

Company Name	Mobile County Commission
Company Facility Address	205 Government Street
	8th Floor South Tower
	Mobile, AL 36644
Company Alternate Address:	
County or Parish:	MOBILE
Employer Identification Number:	836001644

IMPORTANT

THIS DOCUMENT MUST BE COMPLETED, SIGNED AND RETURNED
WITH YOUR BID

As a condition for the award of a competitively bid contract to a company having one or more employees in the State of Alabama, the Beason-Hammon Alabama Taxpayer Citizenship and Protection Act, codified at Section 31-13-1, et seq., Code of Alabama (1975), as amended, requires that the company provide, in advance, proof of enrollment in E-Verify. E-Verify is an internet based system operated by the U.S. Department of Homeland Security, which may be used to determine the eligibility of new hires to work in the United States. Further information about enrollment in E-Verify may be found at www.uscis.gov/everify and www.Verify.Alabama.gov.

As proof of enrollment in E-Verify, Mobile County requires a copy of the electronically signed signature page of the contractor's Memorandum of Understanding with the U.S. Department of Homeland Security or Alabama Department of Homeland Security (contractors having fewer than 25 employees may enroll in E-Verify through the state Department of Homeland Security).

Please complete the following and return with your bid:

_____ (company name) has no employees in
the State of Alabama

Or

_____ (company name) is enrolled in E-
Verify and a copy of the electronically signed signature page of
the company's Memorandum of Understanding is attached.

Date Signature Title

Date: _____

BID #125-20

ANNUAL JANITORIAL SERVICES BID FOR MOBILE COUNTY SHERIFF'S ADMINISTRATION OFFICE:

Name of Company: _____

Company Representative _____
(Print)Company Representative _____
(Signature)Address _____

Phone Number () _____ Fax Number() _____

Federal ID Number _____

Email Address _____

Company Web Address _____

Please attach a current W-9.

Janitorial Specifications
Mobile County Sheriff's Office
510 S. Royal Street
Mobile, AL 36602

1. Janitorial services are to be performed Monday through Friday, except on County holidays. Work schedule is to begin at 8:00 a.m., and be completed by 12:00 p.m. Please note requirements under special instructions (page 7)
2. Square footage of the building is 42,000 square feet
3. Contractor will provide all cleaning equipment, trash liners, labor and supervision necessary to perform services.
4. Mobile County Sheriff's Office will furnish all expendable items, i.e., hand soaps, toilet tissue, paper towels, etc., as well as any special cleaners
5. Contractor shall provide insurance coverage as set forth below, and deliver to Mobile County Commission certificates of insurance upon request:
 - a. Statutory Workmen's Compensation
 - b. Comprehensive Liability
Bodily injury — limits of \$200,000 per person and \$500,000 per occurrence
Property damage — limits of \$100,000
 - c. Fidelity Bond of \$10,000
 - d. Automotive Liability for owned, non-owned and hired vehicles: limits of \$250,000/\$500,000 bodily injury and \$100,000 property damage or \$300,000 single limit aggregate.
6. Vendor will bill monthly for services rendered the preceding month.
Invoices must contain the specific month of service, location, bid number, and a mailing address and telephone number of the Vendor. The Vendor shall submit invoices to:
Mobile County Commission
ATTN: Accounts Payable
P.O. Box 1443
Mobile, AL 36644
7. The contract will begin on date of award through September 30, 2023.

8. Wages: The vendor shall be responsible for all applicable company wages in accordance with the federal, state and local laws and ordinances.
9. Cancellation Procedure: The vendor will be notified in writing or email by the Mobile County Sheriff's Office of any problems pertaining to the performance of the janitorial specifications. If the vendor does not make satisfactory corrections within two weeks, the Mobile County Sheriff's Office or Administrator may cancel the contract immediately. If terminated, vendor will be removed from the bid list the following year.

The vendor may cancel the contract by giving Mobile County Commission no less than thirty days, including Saturday, Sunday and official Mobile County holidays, notice of intent to cancel the contract. The vendor must also forfeit fifty percent of the charge for janitorial service for his last complete month of service. In the event of cancellation by either party, proration of the janitorial charge will be based on a thirty-day month.

10. Building to be bid, "as is."

11. The successful bidder hereby agrees, by accepting this contract, to indemnify and save harmless Mobile County Commission, Mobile County Sheriff's Office and its employees from liability, damage, claims, suits or actions of every name and description and any expenses incurred in connection herewith for or on account of any injuries or damages to persons or property arising out of or resulting from or in connection with any act or omission of Service, its officers, agents, servants or employees, arising from or growing out of Service's operations under this agreement. Service shall further be liable to the County for any damage to property of the County arising from acts or omissions on the part of Service, its officers, agents, servants or employees.

12. A mandatory Pre-Bid Conference will be held at 510 S. Royal Street on Tuesday October 13, 2020 at 9:30 a.m.

Contact: Sgt. Daniel Holifield, Mobile County Sheriff's Office at: 251-680-2679.

Exhibit A: Janitorial References

Janitorial References

Please provide a list of four of your past/current clients. Two of the references must be of the same type building as this bid covers. Each list will be kept in strict confidence. It is also helpful that you notify these clients and inform them of our efforts.

Name: _____

Firm: _____

Type of Facility (Office Building, Manufacturing, Hospital, etc.) _____

Address: _____

Telephone: _____ Fax: _____

Facility Size (sq. ft.): _____ Cost per month: _____

Number of employees used to clean facility: _____

Name: _____

Firm: _____

Type of Facility (Office Building, Manufacturing, Hospital, etc.) _____

Address: _____

Telephone: _____ Fax: _____

Facility Size (sq. ft.): _____ Cost per month: _____

Number of employees used to clean facility: _____

Name: _____

Firm: _____

Type of Facility (Office Building, Manufacturing, Hospital, etc.) _____

Address: _____

Telephone: _____ Fax: _____

Facility Size (sq. ft.): _____ Cost per month: _____

Number of employees used to clean facility: _____

Name: _____

Firm: _____

Type of Facility (Office Building, Manufacturing, Hospital, etc.) _____

Address: _____

Telephone: _____ Fax: _____

Facility Size (sq. ft.): _____ Cost per month: _____

Number of employees used to clean facility: _____

Washrooms (Cont'd.)

Weekly

1. Empty and sanitize interior of sanitary containers
2. Dust metal partitions and spot clean
3. High dust above hand height all horizontal surfaces, including shelves, ledges, moldings

Biweekly

1. Wash and sanitize metal partitions

Floors — Tiled

Daily

1. Dust mop or sweep
2. Damp mop restrooms and lounges
3. Sanitize restrooms

Weekly

1. Damp mop all tile floors weekly.

Bimonthly (every other month)

1. Scrub and refinish to maintain adequate protective coating

Quarterly

1. Wax and buff tile floors according to manufacturer's recommendations.

Annually

1. Strip, clean, refinish and machine polish

Floors — All Carpeted Areas

Daily

1. Spot vacuum open areas
2. Remove spots and stains, if possible

Weekly

1. Vacuum entire carpet area thoroughly

Annually

1. Clean carpet using a truck mounted unit pulling 20 horsepower

Floors — All Laminated Flooring

Daily

Sweep / Dust Mop

Weekly

Damp Mop

Furniture

Bi-Weekly

1. Dust Chairs

Break Rooms

Daily

1. Wash and sanitize table tops, damp clean seats and backs of chairs
2. Empty all trash receptacles and sanitize interior and exterior
3. Wash and sanitize all counter tops

Weekly

1. Wash and sanitize exterior of all appliances
2. Wipe and sanitize exterior of all cabinets and drawers

General

Daily

1. Report any maintenance or observed irregularities to the front desk officer.
2. Report evacuation of building to the front desk officer.

Gym

Weekly

1. Damp mop floors and wipe down all equipment.

Special Instructions

All Departments

1. Do not unplug any equipment.
2. Do not plug anything in the red or orange receptacles.

Computer Rooms

1. Computer room in IT area is not included in this bid.

Contractor Employee Screening For Access to Secured Building

A background will be completed by the Mobile County Sheriff's Office on all contractor employees who will have access to the building. All approved employees will be issued a ID badge which will allow access and must be displayed on the employee at all times. The Mobile County Sheriff's Office has the final decision on results of the background check.

General

1. Enter and exit building only through the front lobby area.
2. Keep janitors' closets clean and orderly (cleaning crew's responsibility)
3. Proper signage must be displayed when areas are wet or hazardous.